

City of SeaTac

PRELIMINARY SHORT PLAT

DEFINITION AND PURPOSE:

A short subdivision (short plat) is the division of one contiguous parcel into four (4) or fewer lots.

The purpose of a short plat is to divide land according to minimum standards in order to promote and protect the physical well being of the City of SeaTac. This includes insuring adequate circulation patterns, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and storm drainage system to protect flooding and erosion.

CONDITIONS FOR APPROVAL:

The **applicant** must show that the proposed use satisfies the following criteria for approval.

1. The proposed lots must conform to the Comprehensive Plan and Zoning Ordinance criteria.
2. The proposed lots are served with adequate means of access for vehicles, utilities, fire protection, drainage, water supply and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.
4. A survey and legal description of the proposed lots are completed by a registered land surveyor and submitted to the City.
5. No existing building or structure is made sub-standard or non-conforming in any respect.

SUBMITTAL:

1. FILING FEE:

Short Subdivision (Preliminary):	\$800.00
Engineering Plan Review:	\$500.00
Supplemental Drainage Review:	<u>\$195.00</u>
TOTAL:	\$1,495.00

Revision to Approved Preliminary: Subdivision	\$250.00
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Engineering Plan Review: (Two or more simultaneous applications for short plats on same plan)	\$625.00 + \$14.00 per lot
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Revision to Approved Preliminary Subdivision	\$ 139.00
Plus Per Hour:	Standard hourly rate

FINAL SHORT PLAT FEE:	\$1,000.00
PRIVATE STREET SIGN:	<u>125.00</u> (If applicable)
(This shall be submitted with the final short plat fee)	
	\$1,125.00

2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70A.440.

PROCEDURE:

1. Prior to submitting your short plat application, you will need to review your proposed short plat with the City's "Development Review Committee" (DRC). ***No Application will be accepted prior to review by the DRC.*** Please contact the Building Division Permit Specialist to schedule a time for the DRC meeting (Phone 973-4750).
2. You will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 120 days to make a decision regarding your application.
3. A "Notice of Application" (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a "Notice Board" (see attached example) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code Volume II (SMCVII). An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the NOA is published in the paper.
4. A "Notice of Decision" (NOD) will be sent to the applicant/property owner and to all parties of record.
5. The decision on a short plat may be appealed to the Hearing Examiner 10 calendar days of the issuance of such decision with a filing fee to the City Clerk.
6. Should the short plat be appealed, a date will be set for a public hearing before the Hearing Examiner, and you will be notified. You will be sent a copy of the staff recommendation at least two (2) weeks prior to the hearing.
7. The Hearing Examiner's decision is final unless appealed in writing to the Superior Court of King County within 30 days of the written findings and conclusions of the Examiner.
8. A preliminary short plat must be recorded within three (3) years from the date of approval.

PRELIMINARY SHORT SHORT PLAT APPLICATION

File No: _____ **Parcel No:** _____

1. **PROPERTY OWNER:** (If there are more owners, attach additional sheet with names, addresses, contact information and signatures.)

Name: _____ Phone: _____

Mailing Address: _____

Property Address: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

2. **DESIGNATED CONTACT PERSON (THE PERSON WHO WILL RECEIVE AND DISSEMINATE ALL CORRESPONDENCE FROM THE CITY).**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

3. **SURVEYOR:**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

4. **ENGINEER:**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

5. **PROPERTY:**

Zone: _____ Current Size (Sq.Ft.) _____

Proposed Size (Sq. Ft.): Lot 1: _____ Lot 2: _____

Lot 3: _____ Lot 4: _____

Source of Water: _____

Sewage Disposal: _____

Statement of existing drainage conditions of site: _____

Statement of soils type and condition: _____

I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Property Owner (Please Print Name after Signature)

Date

Property Owner (Please Print Name after Signature)

Date

This certificate provides the Department
of Planning and Community Development
with information necessary to evaluate
development proposals.

City of SeaTac/Planning Dept.
4800 South 188th Street
SeaTac, WA 98188

CERTIFICATE OF WATER AVAILABILITY

File No. _____

PART A: (TO BE COMPLETED BY APPLICANT)

1. Owner Name/Address/Phone: _____

Agent or Contact Person/Name/Phone: _____

Site Address (Attach map and legal description): _____

2. This certificate is submitted as part of an application for:

____ Residential Building Permit ____ Preliminary Plat ____ Short Subdivision
____ Commercial/Industrial Bldg. Permit ____ Rezone ____ Other: _____
3. Estimated number of service connections and meter size(s): _____
4. Vehicular distance from nearest hydrant to the rear of the furthest structure: ____ ft.
5. Minimum needs of development for fire flows: ____ gpm at a residual pressure of 20 psi.

Source of minimum flow requirement:

____ Fire Marshal ____ Developer's Engineer ____ City
____ Insurance Underwriter ____ Utility ____ Other: _____
1. Area is served by: _____
(Utility)
- Owner/Agent's Signature: _____ Date: _____

PART B: *(TO BE COMPLETED BY WATER UTILITY)*

1. The proposed project is located within _____
(City/County)
2. Improvements required to upgrade the water system to bring it into compliance _____ with
the utilities comprehensive plan or to meet the minimum flow requirements of project before
connection: _____

3. Based upon the improvements listed above, water can be provided and will be available at the site
with a residual pressure of _____psi at _____gpm for a duration of _____hours at a
velocity of _____fps as documented by the attached calculations.

I hereby certify that the above information is true and correct.

Agency/Phone	By	Date
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PART C: (TO BE COMPLETED BY GOVERNING JURISDICTION)

1. Water Availability – Check one
- ____ Acceptable service can be provided to this project.
- ____ Acceptable service cannot be provided to this project unless the improvements listed in item #C2 are met.
- ____ System isn't capable of providing service to this project.
2. Minimum water system improvements: (At least equal to #B2 above)
- _____
- _____
- _____

Agency/Phone _____ By _____ Date _____

This certificate provides the Department
of Planning and Community Development
with information necessary to evaluate
development proposals .

City of SeaTac/Planning Dept.
4800 South 188th Street
SeaTac, WA 98188-8605

CERTIFICATE OF SEWER AVAILABILITY
File No. _____

____Building Permit ____Short Subdivision ____Preliminary Plat or PUD ____Rezone or other

APPLICANTS NAME:_____

PROPOSED USE:_____

LOCATION:_____

(Attach map & legal description if necessary)

1. SEWER PURVEYOR INFORMATION

a. ____Sewer Service will be provided by service connection only to an existing sewer
main_____

OR

b. ____Sewer Service will require an improvement to the sewer system of :

- (1) _____ feet of sewer trunk or lateral to reach the site; and/or
- (2) _____ the construction of a collection system on the site; and/or
- (3) _____ other (describe) _____

2. a. The sewer system Improvement is in conformance with the County approved sewer
comprehensive plan

OR

- b. The sewer system improvements will require a sewer comprehensive amendment.
- c. The proposed project is within the corporate limits of the district, or has been granted
Boundary Review Board (BRB) approval for extension of service outside the district or
city.
Review Board (BRB) approval for extension of service outside the district or city.

OR

a. Annexation or BRB approval will be necessary to provide service.

b. Service is subject to the following:

- (1) Connection Charge:_____
- (2) Easement(s):_____

(3) Other: _____

I hereby certify that the above sewer purveyor information is true. This certification shall be valid for one year from the date of signature.

Agency Name

Signatory Name

Title

Signature

Date

City of SeaTac Fire Services Requirements

Short Plats

The following conditions are required by the Fire Department for Short Plats (4 lots or less). *Effective January, 2003, requirements may change without notice; please call the Fire Prevention Bureau at 206-973-4500 to confirm and/or for specific requirements relative to short plats.*

1. ACCESS ROADS

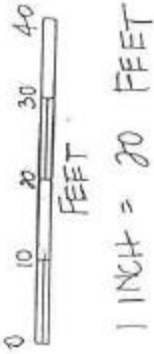
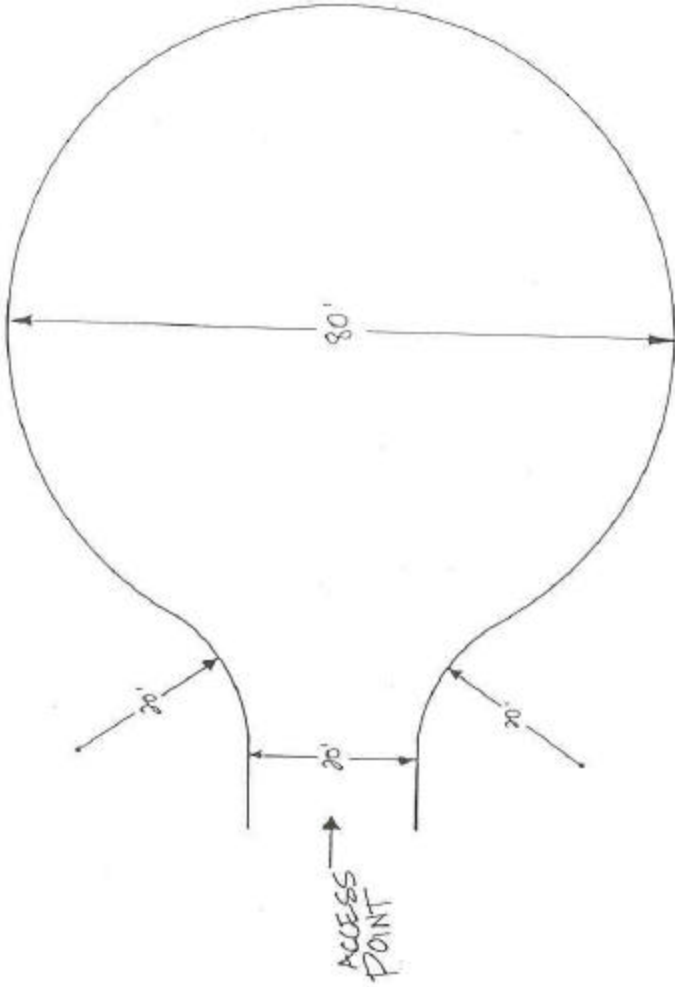
- a. WIDTH: The unobstructed width of the roadway shall not be less than 20 feet.
- b. VERTICAL CLEARANCE: The unobstructed overhead clearance shall not be less than 13 feet 6 inches.
- c. SURFACE: The surface must be an all-weather material (e.g., pavement or concrete) capable of supporting the imposed loads of fire apparatus.
- d. TURNS: The minimum turning radius shall be 20 feet inside and 40 feet outside.
- e. TURNAROUNDS: All dead-end access roads between 150 and 300 feet in length shall have a minimum 35-foot hammerhead turnaround or a minimum 80-foot diameter cul-de-sac. Dead-end access roads over 300 feet in length must have a cul-de-sac.
- f. GRADE: The access road shall have a maximum grade of fifteen percent and maximum grade breaks of eight percent with smooth curves at grade transitions.
- g. SIGNS: All hammerhead turnarounds shall be posted NO PARKING-FIRE LANE. When required, the access road shall be posted in accord with SMC Chapter 13.16.
- h. BRIDGES: Bridges shall be designed by a licensed professional engineer and constructed by a qualified contractor under the supervision of the design engineer or other qualified professional engineer.

2. FIRE FLOW

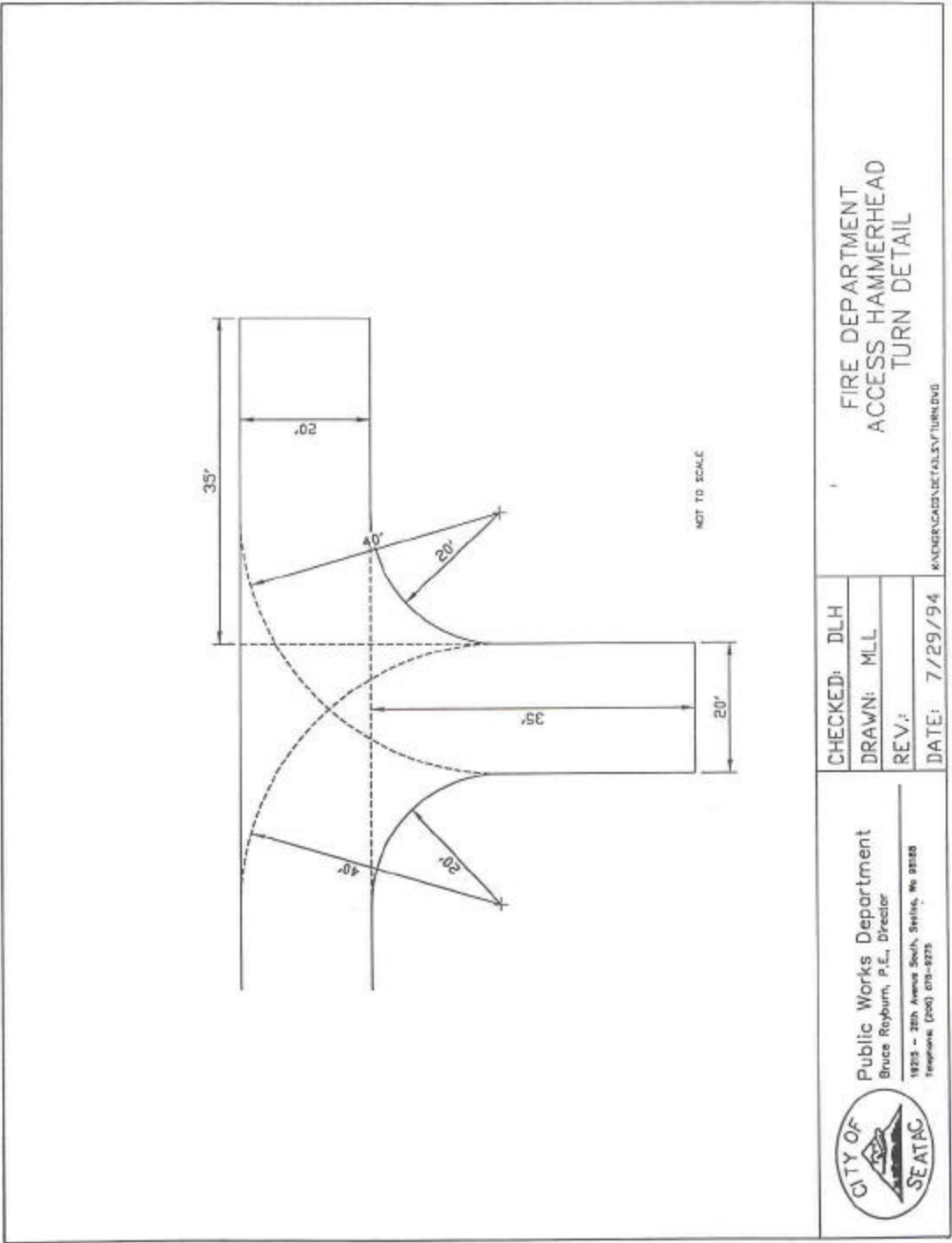
- a. All lots must have a fire hydrant located within 350 feet actual vehicular travel distance.
- b. All fire hydrants meeting condition 2(a) above must flow a minimum of 1,000 GPM at 20 psi residual pressure. A certificate of water availability from the local water purveyor shall be provided.

- 3. The Fire Chief may grant a variance and may accept alternate materials and/or methods if there is no reasonable way to meet any of the above requirements.

CUL-DE-SAC



* Measurements do not include
curb / sidewalk.



PLANNING & PUBLIC WORKS PRELIMINARY SHORT PLAT APPLICATION CHECKLIST

Preliminary Short Plat Name: _____ Date: _____

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is “complete” or “incomplete” as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOIC). Please do not turn in your application until all items listed below have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted, if you have not had a pre-application meeting with the City.** If you have any questions, contact the Department of Planning and Community Development at 206-973-4830.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

<i>For Office Use Only</i>	
Date Submitted: _____	Date of Pre -App Meeting: _____

PRELIMINARY SHORT PLAT APPLICATION SUBMITTAL REQUIREMENTS:

	<u>Applicant</u>	<u>Staff</u>
1. Five (5) copies of all documents (Application, Water and Sewer Certificates and paper copies of the plat map, etc.)	_____	_____
2. One paper reduction of each oversized short plat sheet to a 8 1/2” x 11” size.	_____	_____
3. County assessor’s map/s showing a 1000’ foot radius around the edges of the subject property. (1 copy)	_____	_____
4. A minimum of one (1) set of stamped legal sized envelopes addressed to each property owner within 1,000’ feet of the subject property, <u>including WSDOT if property is adjacent to a State Highway (RCW 58.17.155)</u> , with the return address for the City of SeaTac, Dept. of Planning and Community Development, 4800 South 188 th Street, SeaTac WA. 98188-8605. (A return address stamp is available for your use.) (NO METERED MAIL)		

	<u>Applicant</u>	<u>Staff</u>
5. One photocopy, or printout, of <u>property owner</u> 's names and addresses. Please make an 8 1/2" x 11" copy of the address-labels before placing on the envelopes.	_____	_____
6. The original receipts for the cost of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 0 and 500 feet and between 500 and 1000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1000 feet.	_____	_____
7. One completed original Application Form, four (4) copies submitted and folded to 8 1/2 inches by 12 inches.	_____	_____
8. DRC Department comment sheets, five (5) copies submitted.	_____	_____
9. If you are given an <i>Environmental Checklist</i> , all questions are to be answered and the checklist is signed. (Original and 4 copies)	_____	_____
10. <i>Title report (dated within last 90 days)</i> , including all easements and deed restrictions (5 copies) (RCW 58.17.165)	_____	_____
11. <i>A letter of service availability</i> from the existing Water District purveyor. (Original and 4 copies)	_____	_____
12. <i>A letter of service availability</i> from the existing Sewer District purveyor. (Original and 4 copies)	_____	_____
13. If no public sewer is available, submit a letter of pre-approval from the King County Health Department with supporting documentation. (Original and 4 copies)	_____	_____
14. Preliminary Short Plat fee paid.	_____	_____

PLANNING & PUBLIC WORKS PRELIMINARY SHORT PLAT CHECKLIST

(PRELIMINARY SHORT PLAT DRAWING SUBMITTAL)

Preliminary Short Plat Drawing Required Content:

	<u>Applicant</u>	<u>Staff</u>
1. Preliminary Short Plat drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington (5 paper copies) (RCW 58.17.250)	_____	_____
2. Shall be drawn on 24" x 36" OR 18" x 24" sheet with a two (2") inch margin on the left edge and one-half inch margin on other edges, (delete if pre-approved by the City prior to submittal of the mylar drawing) drawn to an appropriate (20, 30, 40, or 50:1) engineering scale. (RCW 58.09.050)	_____	_____
3. The Short Plat Title Block has the names and the addresses of the developer and the licensed Land Surveyor who prepared the preliminary plat.	_____	_____
4. North point, graphic scale and date of drawing.	_____	_____
5. Existing off-site subdivision lots, blocks, streets and easements shown as dotted lines.	_____	_____
6. Proposed lot lines shown as solid lines and all proposed and existing easements shown in dashed lines.	_____	_____
7. Show the location, bearings and distances of existing and proposed property lines; and existing section lines in feet and decimals of a foot.	_____	_____
8. Show streets, building structures, water courses, and bridges.	_____	_____
9. Show any recorded public or private utility and drainage easements, both on the land to be subdivided and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number)	_____	_____
10. Show the location of existing trees (over 8" in diameter), both on the land to be subdivided and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property;	_____	_____
11. Contours and elevations at five (5) foot intervals for slopes under five (5%) percent; and for slopes over five percent, two (2) foot intervals shall be shown to accurately predict drainage characteristics of the property. Contour lines shall be extended one hundred (100) feet beyond the boundaries of the proposed plat, <u>where significant changes in elevations are present.</u>	_____	_____

	<u>Applicant</u>	<u>Staff</u>
12. Identify and show location of any existing and/or abandoned well(s) on the property.	_____	_____
13. Show location of existing, or proposed, rockeries and other types of walls within 25 feet of the property line.	_____	_____
14. Give the location and identification of any visible physical appurtenances such as fences, or structures. which may indicate encroachment, lines of possession, or conflict of title.	_____	_____
15. Source and date of contour data referenced on drawing.	_____	_____
16. Indicate the acreage of the land to be subdivided, the number of lots, and the area (sq. ft.) <u>of each individual lot</u> .	_____	_____
17. Indicate the bearings and dimensions of each lot line.	_____	_____
18. Bearings, angles, or azimuths shown in degrees, minutes, and seconds.	_____	_____
19. Radius, delta, arc length and long chord bearing and distance of curves shown.	_____	_____
20. The location, width and names of existing abutting streets, or easements shown.	_____	_____
21. Names and addresses of adjacent property owners on the records of the County Assessor's Office.	_____	_____

Preliminary Short Plat Map Text Required Content:

22. <i>Legal description and tax lot number</i> of the property to be subdivided, certified by a Professional Land Surveyor registered in the State of Washington.	_____	_____
23. The legal description of <i>each lot</i> of the property to be subdivided.	_____	_____
24. Dedication statement with signature lines and Notary Block with minimum text size of 0.08 inches and line widths not less than 0.008 inches (vicinity maps, seals and certificates are excluded).	_____	_____
25. The date of segregation.	_____	_____
26. Indicate basis of bearing shown.	_____	_____

Preliminary Short Plat Other Information Required:

27. A statement of the soil type, drainage conditions, present landscaping (describe any natural or man made land cover) submitted.	_____	_____
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	<u>Applicant</u>	<u>Staff</u>
28. A statement about wildlife present on the property and any other environmental factors which may be prescribed by the Planning Director submitted.	_____	_____

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS
(For your convenience, there are two locations to choose from)

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, the applicant must complete a City of SeaTac Address Labels Request Form (*attached*) and submit it to the Planning Department.

Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. (***NO METERED MAIL***)

OR

OBTAINING LABELS FROM KING COUNTY:

To obtain address labels containing the names and addresses of property owners within 500 to 1000 feet of any boundary of the subject property, the applicant must take the following steps.

1. At the King County Administration Building at 4th and James in Seattle (7th Floor), obtain a copy of the King County assessor's map. Make a list of the tax lot account numbers for each property within 1000' found on the Assessor's map.
2. At the King County Tax Assessor's Office, Room 700A (Real Estate Tax Division – Phone 296-7300), order a computer list or address labels containing all property owner's names and addresses. (Make a copy of the labels before placing on envelopes.)
3. Sign an agreement at the Real Estate Tax Division Office stating that the applicant will not use the addresses for commercial purposes.

4. Address labels, which are ordered at the Tax Assessor's Office, can be picked up at the King County Computer & Communication Services Division (CCS), Gateway Tower, 700 Fifth Avenue, Suite 2300, Seattle, Washington approximately two days later (Phone – 296-0694). Printing of labels is done only on Monday, Wednesday and Friday nights. Minimum order charge is \$25.00 plus tax.
5. Submit to the Department of Community Development a full size copy of the King County Assessor's map and highlight the subject property showing a 1000' radius from the outside boundaries of the site.

NOTE: SOME OF THE ITEMS REQUIRED ABOVE MAY BE OBTAINED FROM A TITLE COMPANY.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 1/2" x 4 1/2") with the City's return address.
(NO METERED MAIL)

City of SeaTac Address Labels Request Form

Date of Request_____ Date Needed_____

Applicant's Name_____

Street Address_____

City_____ State_____ Zip_____

Phone_____ FAX_____

E-mail Address_____

Project Name_____

Project Address_____

FILE NUMBER_____

PARCEL NUMBER_____

For internal use only:

Date completed:_____ Completed by:_____

Cost: \$_____ Date paid:_____

GIS PRODUCTS AND SERVICES – 001.341.80.00.000

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letter

5 FT

4 FT



NOTICE OF PROPOSED LAND USE ACTION

TYPE OF ACTION:
FILE NUMBER:
COMMENT DEADLINE:

SHORT PLAT
SUB01-00001
JUNE 1, 2001

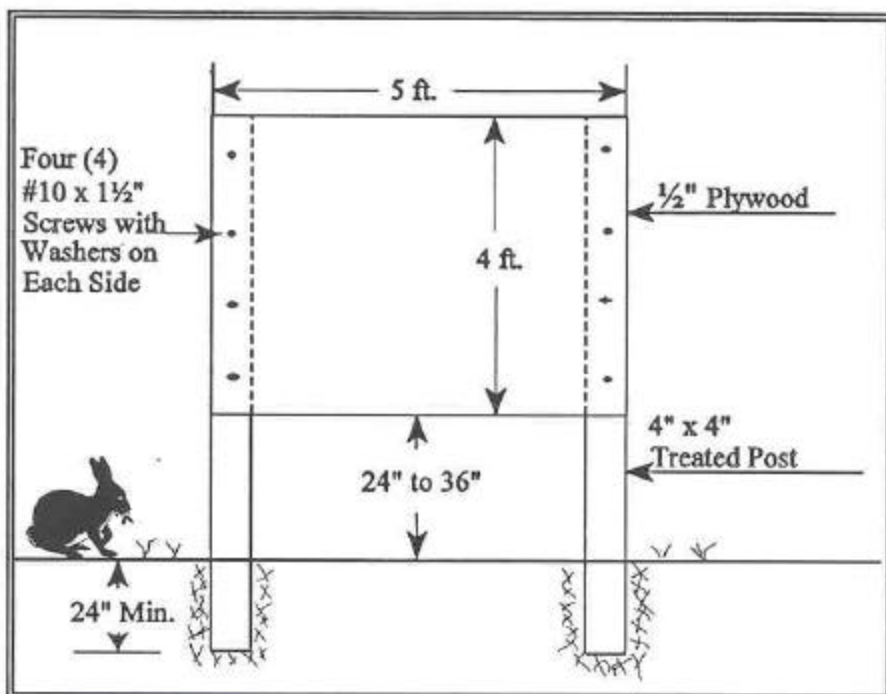
FOR MORE
INFORMATION
CITY OF SEATAC
4800 South 188th Street
(206) 973-4830

PUBLIC
NOTICE
8 1/2" x 11"
(Laminated
by
Applicant)

COPIES
OF
PUBLIC
NOTICE
IN REAL
ESTATE
BOX

VICINITY
MAP
(Laminated
by
Applicant)

NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)



CITY OF SEATAC
AFFIDAVIT OF INSTALLATION/REMOVAL

File No: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I, _____, being first duly sworn upon oath, depose and say: That I am the property owner or authorized representative of the property owner/s, and I have installed the Notice Board required under SeaTac Municipal Code 16.07.010B.1. on or adjacent to the site on or prior to the publication date of the “Notice of Application” in the Seattle Times.

Furthermore, I acknowledge that the Notice Board must be removed within fourteen days of the expiration of the appeal period outlined in the "Notice of Decision" issued by the City. If the Notice Board is not removed according to the above requirement, I hereby give my permission for the City of SeaTac (or designee) to go onto the property, remove the sign, and dispose of it at their discretion.

Property Owner/Authorized Representative

SUBSCRIBED AND SWORN TO before me on _____, _____.

NOTARY PUBLIC in and for
State of Washington
My Commission Expires:
